



# **Request For Proposals for Community Awareness in Traffic Safety RFP HSS 03-13**

## **Addendum #1**

### **Questions from the October 22, 2003 Proposal Conference**

- 1. Question: Does the County of San Bernardino's Sheriff's Department need to provide financial statements with its proposal?**  
**Answer:** Under this grant, the County's Sheriff's Department cannot submit a proposal since it is not a community - based organization.
- 2. Question: The Sheriff's Department plans to use its budget for services and supplies only. Do personnel costs still need to be included in the program budget?**  
**Answer:** See answer to Question #1.
- 3. Question: Can tables and chairs be purchased with grant funds?**  
**Answer:** No. The Office of Traffic Safety has prohibited the purchase of any furniture under this grant.
- 4. Question: Do police officers and sheriff's deputies need DOJ clearances?**  
**Answer:** If the Sheriff's Department elects to partner with a community-based organization to provide services, DOJ clearances will not be required for police officers and deputies since it a requirement of employment for those individuals have a clear criminal record.
- 5. Question: What does a "bound" proposal mean?**  
**Answer:** A bound proposal is a proposal that is fastened so that it does not come apart. There are several inexpensive ways to bind a document such as stapling the document, placing the document in a notebook binder or using a fastener to hold the papers together.
- 6. Question: Who will be the evaluators and how will they be selected?**  
**Answer:** The evaluators will be a combination of individuals from County Departments and outside agencies. They will be selected based on their knowledge of safety-based programs and their proficiency in reviewing programmatic and fiscal documents.
- 7. Question: What kind of deficiencies currently exist in Public Health's service delivery system that the County hopes to eradicate with this grant?**

Answer: The goal of the Office of Traffic Safety and the County is to reduce traffic related injuries and fatalities among County residents. Therefore, there are various types of activities and services that are needed. As long as funding continues, the County along with contracted community - based organizations will continue to fulfill this goal by providing a variety of mandated and innovative services.

**8. Question: When will grant recipients be notified of a Contract award?**

Answer: Notices of Intent to Award a Contract are tentatively scheduled to be mailed on December 17, 2003.

**9. Question: When are the car seat educator and bicycle safety workshops being conducted and how do we find out about them?**

Answer: Workshops are tentatively scheduled for March 2004. If your agency is awarded a Contract, you will be notified by the Public Health Department of the date and time workshops will be held.

**10. Question: Is it acceptable to put operating expenses in services and supplies line item or should these expenses (such as rent) be placed under administrative costs?**

Answer: If an agency prorates operating expenses, then the amount should be included under administrative costs. An agency does not have to include administrative costs in the budget if those expenses don't exist.

**11. Question: Is it okay to focus on just a few of the traffic safety issues?**

Answer: Yes. It is best to keep the scope of program services small and focused in order to achieve the best results.

**12. Question: Is the grant amount of \$40,000 for the entire contract period?**

Answer: Yes.

**13. Question: Will the proposals be evaluated individually or in a group setting?**

Answer: Each proposal will be individually reviewed and graded by each evaluator.

**14. Question: I am a current Contractor with the County of San Bernardino. Will a copy of a Certificate of Insurance suffice for evidence of the ability to obtain insurance?**

Answer: Yes.

**15. Question: If an applicant is a County agency and is self insured, how should that be documented?**

Answer: No County agency or department can apply for these monies.

**16. Question: Will other grant opportunities for these types of program services be available in the future?**

Answer: As long as the County continues to receive funding from the Office of Traffic Safety, the County will continue to make funds available to community- based organizations for these types of services

17. **Question:** **Will the purchase of a trailer be allowed to transport supplies and materials to the remote desert areas?**  
**Answer:** The purchase of a trailer is allowable and can be included as a line item in the budget with an explanation in the proposal and budget narrative detailing why the purchase is needed and how it will be used.
18. **Question:** **If an applicant is planning to subcontract services, do you want the subcontractor's most recent audits or only the audits of the lead agency?**  
**Answer:** Financial statements and/or audit documents only need to be provided for the lead agency.
19. **Question:** **Is the County looking for community-based organizations to provide multiple services in certain geographical regions of the County or organizations that are good at one particular service?**  
**Answer:** The County is looking for a variety of agencies to provide diverse services in all areas of the County. The County will not know the types of services proposed or areas to be served until the proposals are received. Part of the proposal evaluation process will be to determine if all of the service needs are met. The negotiation process allows the opportunity for Proposers and the County to engage in a dialogue to determine if additional services can be provided in specific geographical areas, if needed.
20. **Question:** **Is there any requirement that grants be awarded to specific geographical areas of the County?**  
**Answer:** No
21. **Question:** **Is an "easy-up" considered furniture?**  
**Answer:** No. For clarification, an "easy-up" is a canopy used to provide a shaded area.

**Questions from the  
October 23, 2003 Proposal Conference**

22. **Question:** **Are Waiver of Subrogation endorsements still needed for the insurance policies?**  
**Answer:** Yes.
23. **Question:** **Are any of the forms of the RFP available in electronic format?**  
**Answer:** The Program Budget (Attachment B) and Project Scope Work (Attachment C) can be e-mailed to Proposers, upon request.
24. **Question:** **Is an electronic proposal required to be submitted in addition to a hard copy of the proposal?**  
**Answer:** No, an electronic proposal does not need to be submitted. However, as specified in the RFP, the Project Scope of Work, Program Budget and Budget Narrative **must** be available in electronic form.

25. **Question:** In regards to the proposal format, do you want information submitted in a specific format?  
**Answer:** Yes. Proposers must use the designated Program Budget and Scope of Work forms that are included in the RFP.
26. **Question:** Are DOJ clearances required for volunteers who provide services? How old does an individual have to be to obtain a DOJ clearance?  
**Answer:** DOJ clearances are required for all individuals who provide direct services under an awarded Contract. Individuals must be 18 years or older to obtain a DOJ clearance.
27. **Question:** How will the program be funded?  
**Answer:** All awarded Contracts will be funded by a grant from the Office of Traffic Safety.
28. **Question:** Will there be any funds for start-up expenses?  
**Answer:** No.
29. **Question:** Will the Contract be cost reimbursement on a monthly basis or will the funds be awarded in one lump sum?  
**Answer:** All awarded Contracts will be on a cost reimbursement basis.
30. **Question:** What does cost reimbursement mean?  
**Answer:** Payment for services is authorized following the month that the service was actually provided. For example, if services are provided in February, then payment for those services will be received in March. All payments are based upon the approved line items submitted in your program budget.
31. **Question:** How long will it take to receive payment for services rendered once the required billing paperwork is submitted?  
**Answer:** It takes approximately 4 to 6 weeks to receive payment once an invoice is received.
32. **Question:** Is there a maximum allocation of award for each provider?  
**Answer:** There is a maximum of six safety grants available, not to exceed \$40,000 each.
33. **Question:** Are in-kind funds required to be included in the program budget?  
**Answer:** In - kind funds are not required to be included in the budget; however, Proposers are strongly encouraged to include these types of funds since it reflects that an agency is vested in providing program services. Please include an explanation of the in-kind funds in the budget narrative.
34. **Question:** Can these program services be administered in an existing traffic safety program?  
**Answer:** Yes. Funds awarded under this grant can be used to complement an existing safety - based program. For example, if an agency currently has a bicycle safety program, funds could be used to implement a skateboard safety program to educate the population the agency is currently serving.

35. **Question:** Does this grant have a different focus from the previous traffic safety grants or is it an expansion of the previous grants?  
**Answer:** The focus is still traffic safety issues. The scope of services has been expanded to include additional types of activities.
36. **Question:** Are there agencies that are currently providing traffic safety services?  
**Answer:** Yes. There are Contracts for Vehicle Occupant Passenger Safety services that end on December 31, 2003.
37. **Question:** If DOJ clearances have already been obtained for employees in an agency, do the employees have to receive another DOJ clearance?  
**Answer:** The County reserves the right to review and determine whether a DOJ certificate is current, or whether a substantial amount of time has passed since the issuance of the DOJ certificate such that a new clearance is required. The County encourages any applicant who is selected for an award to review the DOJ clearances of its employees to ensure that they are current; otherwise, obtain new DOJ clearances for its employees.
38. **Question:** How was the 19-month contract period determined?  
**Answer:** It takes time to apply for and obtain a grant award from the Office of Traffic Safety. Once the grant is obtained, it usually takes approximately 6-9 months to conduct a procurement process to award Contracts. The County has been expedited this procurement process in order to allow the maximum amount of time for service provision.
39. **Question:** Will resource materials (brochures, flyers, car seats, helmets, etc.) that were available for the other traffic safety grants be available under this grant also?  
**Answer:** The County's resources are very limited. There are limited car seats and approximately 1,500 bicycle helmets that will be made available. The amount of safety equipment that an agency may receive from the County depends on the number of grantees that request materials. The County strongly recommends that Proposers include costs for resources in their budget.
40. **Question:** Is there a backlog for obtaining a DOJ clearance? How will this backlog affect a contract award?  
**Answer:** The County is not aware of any backlog; however, the time to receive the official DOJ clearance record may vary. Some Contractors have reported that clearances are received within a week; others have reported a two-month period. DOJ clearances will only be required if your agency is awarded a Contract.
41. **Question:** Please provide some additional information on Attachment A - Complaint and Grievance Procedures.  
**Answer:** If your agency is awarded a Contract, one of the requirements is to have a Complaint and Grievance procedure available for clients who receive program services under the Contract. The procedure must be posted in a visible place at the location where services are being provided.

42. **Question:** Who will approve the curriculum for the educational classroom activities?  
**Answer:** All curriculum will be approved by the Department of Public Health.
43. **Question:** Is there a time limit as to when curriculum should be submitted to the Department of Public Health for review?  
**Answer:** Curriculum should be submitted for review as soon as the agency starts to develop it.
44. **Question:** Should a line item be included for each supply (tape, paper, staples, helmets, etc.) that is needed?  
**Answer:** Items such as office supplies can be grouped in one category; safety equipment should be a separate line item. Provide a description of what is included in each category in the budget narrative.
45. **Question:** When will the answers be posted to the questions received in relation to the RFP?  
**Answer:** Answers to all questions should be available by November 7, 2003.
46. **Question:** Can any of the grant funds be used for the program evaluation of traffic safety activities?  
**Answer:** Agencies are strongly encouraged to utilize pre and post tests to gauge the effectiveness of their programs. It is up to the agency to decide the amount of funds that should be allocated to this activity.

### **Questions received after the Proposal Conferences**

47. **Question:** Can the Sheriff's Department submit a proposal in conjunction with the Explorer Scouts even though the Commanding Officer of the Sheriff's Department sits on the Board of Directors?  
**Answer:** As provided above in Question #1, County of San Bernardino departments and agencies cannot submit a proposal. All proposals will be subject to a standard review process developed by the County. A primary consideration shall be the effectiveness of the agency or organization in the delivery of comparable or related services based on demonstrated performance. Selection will be based on determination of which proposal(s) will best meet the needs of the County and the requirements of this RFP.
48. **Question:** Can additional information such as newspaper articles and brochures about the agency be attached to the proposal?  
**Answer:** These items are not required as part of the proposal package and will not be evaluated so they should be omitted. The proposal description section is where Proposers should provide a detailed description of their agency, which can include accomplishments in the community.